

Opening Date: June 11, 2013
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 13-31
Monthly Salary: \$2,971 - \$3,802* Salary commensurate with experience and qualifications
Group/Class: B17/0160
Travel: 5%
Division: Project Oversight
Number of Positions: 1

JOB VACANCY NOTICE

Executive Assistant I

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Executive Assistant to the Director of Project Oversight. Performs advanced professional administrative tasks and is privy to confidential matters requiring discretion and sound judgment. Prepares technical aspects of manuals, reports, and publications. Duties require contact and coordination with intra- and interagency personnel, the general public, TWDB Board Members and elected officials. Performs work under limited supervision with considerable latitude for use of initiative and independent judgment. Plan and coordinate special and administrative assignments and programs.

Essential Job Functions

- Coordinates information with appropriate division staff exercising discretion in handling confidential personnel matters and privileged information, including preparing personnel requisitions, personnel actions, performance plans, evaluations, update division staffing data and maintains files.
- Monitors and advises the Director on administrative matters, agency policies, and procedures.
- Reviews and evaluates work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of the public services provided by the agency.
- Assists in planning and supervising the preparation of complex reports.
- Provides administrative support to the Director and technical staff in planning, organizing, and coordinating tactical and strategic activities.
- Coordinates all travel arrangements and daily meetings for Project Oversight staff and maintains trip files.
- May assign, and review work of technical and administrative support staff.
- May assist in budget preparation.
- Assists with Project Oversight Division training/meeting activities to include creating/updating PowerPoint slides, creating training packets, rosters, recording meeting notes and related materials.

Minimum Qualifications

- Graduation from an accredited high school or equivalent.
- At least 5 years progressive technical and administrative experience in office practices, administrative support, or a technical program area. Education and experience can be substituted for each other.

Preferred Qualifications

- Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred.
- Demonstrates excellent grammar and punctuation skills and intelligent editing capability.
- Prior state or municipal experience.

Knowledge, Skills, and Abilities

- Knowledge of Agency rules, regulations, policies and procedures and office management and/or human resources administration.
- Skill in proficient use of Microsoft Office products to include Word, Excel, Power Point, and Access. Skill in effective oral and written communication.
- Skill in performing highly detailed work under limited supervision and in consideration of multiple deadlines.
- Ability to function efficiently in a team setting, and to coordinate with other teams' administrative assistants to ensure continuity and consistency.
- Ability to handle multiple tasks giving special attention to priority items.
- Ability to implement new systems and procedures and to evaluate their effectiveness.

Remarks

- Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. An acceptable driving record must be presented at the time of interview.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs